

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET  
P.O. BOX 942732  
SACRAMENTO, CA 94234-7320



TO: All County Welfare Directors  
All County MEDS Coordinators  
All County MEDS Security Coordinators

November 27, 1989  
Letter No.: 89-95

SUBJECT: MEDS NETWORK SECURITY MANUAL

This letter is to provide the county welfare departments with the revised MEDS Network Security Manual (see enclosure).

The purpose of the MEDS Network Security Manual is to provide counties with the updated procedures to follow when securing MEDS Network information and equipment. The manual focuses on various areas of securing MEDS equipment/information, identifying MEDS Security Coordinator, MEDS security reports/information and procedures for dispensing/disposing of MEDS information.

The updated version of the MEDS Network Security Manual has incorporated counties responses to the questionnaire/survey in All County Welfare Directors Letter (ACWDL) 88-102, ACWDL 89-17 regarding MEDS Security Coordinators and Password Security, as well as incorporating ongoing MEDS changes in procedures, update capability and program conversions.

Should you have any questions, please feel free to contact Michael Guzman, of my staff at (916) 322-2715.

Sincerely,

Original signed by

Frank Martucci, Chief  
Medi-Cal Eligibility Branch

Enclosure

cc: Medi-Cal Liaisons  
Medi-Cal Program Consultants

Expiration Date: November 27, 1990

## 1.0. Introduction

The Medi-Cal Eligibility Data System Network (MEDS) is designed to provide a single, centralized, integrated file of all persons eligible for Medi-Cal in California, including all Aid to Families with Dependent Children, Medically Needy, Medically Indigent and Supplemental Security Income/State Supplementary Payment recipients.

MEDS information is collected from sources representing federal, state, and county agencies. The State supplies prepaid health plan enrollments, disenrollments and changes, share-of-cost certification dates, and restricted service information. Federal sources supply State Data Exchange (SDX), Beneficiary Data Exchange (BENDEX) and Medicare buy-in information, which is maintained on each recipient's MEDS record. Additionally, as of October 1988, the Income Eligibility Verification System (IEVS) has been operational statewide on MEDS. IEVS is a computerized fraud detection system which compares income and resource data provided by Medi-Cal applicants and recipients to various state and federal computer data files. Counties provide basic information such as eligibility status, name and address.

Security of confidential information on MEDS is the joint responsibility of the county and the State. Names, addresses and all information concerning the condition or circumstances of any person from whom or about whom information is obtained is confidential (Department of Social Services' Manual of Policies and Procedures, Division 48). Confidential information shall be released only under the conditions specified and as provided in Welfare and Institutions Code Section 10850.

MEDS has designed a set of security features in both the batch and online environment and provided additional security considerations for the operation of MEDS in a county or State office. MEDS batch security features verify that only information from authorized sources is used to update MEDS. Online security is provided through a password clearance procedure, assuring that MEDS information and transactions are only available to authorized persons. It is then the responsibility of the county or State office to implement the necessary procedures to assure the confidentiality of MEDS information within that unit. The following sections further describe the MEDS online and batch security features required for users of MEDS plus additional operational considerations.

## 1.1 MEDS Batch Security Specifications

The MEDS batch process uses the following features to provide information and to update security.

### 1. Passwords:

Each county is assigned an unique batch password value that must be included on every batch transaction.

### 2. Serially Numbered Input:

Every batch tape submitted from a county includes a serial number within the transaction. MEDS uses the serial number to assure that the county's tape is processed in the correct sequence and that none are skipped.

### 3. Update Restrictions:

Only the county responsible for a specific period of eligibility can update eligibility information related to that period. Only the current county of responsibility updates the recipient information. Certain MEDS information used to control processing cannot be updated by either state or county transactions.

### 4. Processing Audits:

When a county uses an EW15 to request an immediate need Medi-Cal ID card for a recipient other than a minor consent, MEDS requires a confirming transaction (add or modify) to be submitted by the county as a security follow up. This confirming transaction requirement prevents misuse of the online immediate need card capability. If no county confirming transaction is received, MEDS does not provide continuing eligibility for the recipient.

## 1.2 MEDS Online Security

In order to maintain the required level of confidentiality of information maintained by MEDS, the following security features are incorporated in the MEDS online system:

1. PASSWORD security authorization.
2. Terminal or printer functional limitations.
3. Functional program limitations.
4. Security audit trail.

### PASSWORD Security Authorization

To assist in implementing the MEDS online password security scheme, the Medi-Cal recipients on MEDS were categorized into three groups, each with its own level of security.

1. Regular access (Medi-Cal, AFDC and Food Stamp) recipients.
2. Limited access recipients designated within the county as needing additional security. The current county of responsibility may flag a recipient for limited access which prevents unauthorized personnel within that county from accessing or updating the recipient's information. Personnel from other counties or state units will still have access to those recipients. In addition, the State units within Department of Health Services (DHS) can update the State controlled information on MEDS.
3. Sensitive services recipients (minor consent recipients). Within the county of responsibility only authorized personnel can access or update sensitive services recipients. State Personnel are automatically authorized to access or update State controlled information on these recipients.

MEDS then established a scheme of PASSWORD authorization based on the recipient categories and the types of online functions (access, update, card request) supported by MEDS.

- Levels of security assigned to PASSWORDS.

. Level 1 - Access to regular MEDS records:

Ordinary inquiry allowable to anyone authorized to use the system, but not allowed to update any MEDS record, or access sensitive services and limited access data within their own county.

. Level 2 - Update regular MEDS records:

Ordinary access as defined for Level 1 plus the ability to update/add records for their own county. Cannot access or update sensitive services recipients.

. Level 3 - Access and update limited access records within a given county:

Access and update capabilities plus allowed to access and update limited access data within their own county.

. Level 4 - Access and update records of sensitive services recipients:

Access and update capabilities plus allowed to access and update sensitive services data within their own county.

- Transaction usage is authorized by PASSWORD designation. Each PASSWORD can be limited to use a unique set of transactions. The transactions specified must be consistent with the levels of security. (i.e., to use the EW15 the PASSWORD must include level 2 authority or to use the EW15 for minor consent recipients, level 4 must be included).
- Password authorization is limited to the county of assignment (i.e., a San Diego password cannot be used in Los Angeles).

Terminal or Printer Functional Limitations

- Terminals have the following limitations assigned regarding actions that may be initiated:
  - a. Access only.
  - b. Access, update.

- c. Access, update and request ID card print.
- Printers must be authorized to print ID cards, i.e., all printers may print inquiry responses, but only an authorized printer may print an ID card.

Functional Program Limitations

- Counties are not allowed to update all of the information in a MEDS record. This limitation is enforced through the use of formatted screens.
- The county submitting an update transaction must be the county of responsibility (i.e., San Francisco cannot submit an add transaction for a Fresno recipient).

### 1.3 MEDS Security Reports

MEDS provides security reports that allow follow up on several security features.

#### 1. Monthly Security Alert:

This report allows the eligibility worker and county security officer to track the immediate need/confirming transaction requirement. The report indicates when no transaction was initiated by the county and how many months have passed since the immediate need card request was made.

#### 2. Online Security Report:

The MEDS security officer receives a daily report on all online security breaches, including failed SIGNON attempts and forced SIGNOFFs.

#### 3. Print Authorization:

Terminals or printers that should be limited to access only without card request or card print authorization.

## 2.0 County Security Considerations

Counties have the responsibility of assuring that the necessary security for MEDS operation is established and maintained. A county MEDS security officer should be assigned to centralize the responsibility.

When the county is deciding where to locate MEDS terminals and printers, security must be considered. Terminals should not be placed where the screen is visible to the public or other unauthorized personnel. Because MEDS immediate need Medi-Cal ID cards are printed on an online printer, the county must decide how to provide the necessary card stock security. MEDS encourages the counties to place their printers in a secure area whenever possible. For county offices whose printers are used for printing on both card and paper stock, MEDS recommends employing two printers at these worksites.

It is the responsibility of the county to assure that any noncounty site using MEDS has provided the necessary security precautions and has signed a security agreement with the DHS, Medi-Cal Policy Division (MPD). Refer to Attachment I for a sample outline of the Oath of Confidentiality.

Each county controls the assignment of PASSWORDS to county personnel authorizing online functions and designates the operational security level (access, update, etc.) of terminals and printers with the county. County security officers have the option of assigning PASSWORDS with limited capabilities to maintain security in certain situations:

1. Personnel who may need access to Medi-Cal information, but should not be able to update the information or request immediate need Medi-Cal ID cards.
2. Personnel who may need access to Medi-Cal information and card request authority, but should not be able to update information.

EXAMPLE: The PASSWORD assigned must be authorized for ACCESS, INQUIRY and EW45 capabilities. The terminal must be authorized for ACCESS and CARD REQUEST and the printer must be authorized for CARD PRINT.

3. Terminals or printers that should be limited to access only without card request or card print authorization.



## 2.1 Establishing Online PASSWORD Security

### 1. PASSWORDS.

To establish and change county PASSWORDS, the designated county security officer must complete a "Request for MEDS Name and Password" (MEDS41 form) via the Electronic Mail Communication Center (EMC2). The MEDS41 form and instructions on how to obtain, complete, and transmit the form are contained in ACWDL 89-17 (Attachment II).

### 2. Terminal and Printer Authority.

To establish or change the authorized functions of terminals and printers within a county, the county security officer must complete the "MEDS Equipment Request Form" (MEDS42), Attachment III, via EMC2. Instructions to obtain and transmit the MEDS42 form are the same as the instructions for the MEDS41 form. Instructions to complete the MEDS42 form are within the form itself.

After receiving the county submitted form, the State MEDS Security Coordinator updates the MEDS security tables. The completed forms are signed off by the Security Coordinator and sent back to the county security officer via EMC2. The Security Coordinator will process these forms on a weekly basis. All forms are processed on Wednesday.

In emergency situations such as security violations, the county security officer can call the MEDS security officer to initiate immediate changes. The emergency request must be followed up by the normal paperwork procedures.

Upon request MEDS will send the county security officer a listing of all the county's PASSWORDS and levels of authorization.

### 2.1.1.1 PASSWORD Assignment Conventions

1. PASSWORD is a four position field that should include county code (i.e., 37 for San Diego) in the 2nd and 3rd positions with random alpha characters in the 1st and 4th positions.

For example: A37Q

2. NAME is a twenty position field whose value should include:
  - Operator(s) identification such as name or unit authorized to use the PASSWORD+NAME.
  - A random value string such as 3 character alpha/numeric prefix or suffix to enhance security.

For example: PGRANT007

## 2.2 Disposal of Confidential Material

Confidential material is defined as any material that can be used to identify an individual(s). Any reports, papers, cases, etc., containing confidential material must be properly identified and secured prior to destruction. Disposing of confidential material must be carried out by designated county staff and/or a licensed vendor.

LETTER OF AUTHORIZATION PROCEDURES  
RELEASE/ACCESS OF DHS COMPUTER DATA FILES  
FOR THE MEDI-CAL PROGRAM

OATH OF CONFIDENTIALITY

As a condition of obtaining access to information concerning procedure or other data and records utilized/maintained by the Department of Health Services, I/we \_\_\_\_\_, agree to not divulge any information obtained in the course of my assigned duties to unauthorized persons, and I/we agree not to publish or otherwise make public any information regarding persons receiving Medi-Cal services such that the persons who received such services are identifiable.

Access to such data shall be limited to State and Federal personnel who require the information in the performance of their duties, and to such others as may be authorized by Department of Health Services.

I/We recognize that unauthorized release of confidential information may make me subject to civil and criminal sanctions pursuant to the provisions of the Welfare and Institutions Code Section 14100.2.

\_\_\_\_\_  
Organization/Corporation

SIGNATURE(S):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## DEPARTMENT OF HEALTH SERVICES

714/744 P STREET  
SACRAMENTO, CA 95814



February 22, 1989

Letter No.: 89-17

TO: All County Welfare Directors  
All County MEDS Coordinators  
All County MEDS Security Coordinators

SUBJECT: MEDS SECURITY COORDINATORS AND PASSWORD SECURITY

This is to provide the Medi-Cal Eligibility Data Systems (MEDS) Network Coordinators and MEDS Security Coordinators in each county welfare department with the necessary guidelines to follow when issuing and maintaining MEDS Network security passwords and user identification (ID) codes.

The State Department of Health Services (SDHS) has established a State MEDS Security Coordinator in the Data Systems Branch (DSB), and a MEDS Security Liaison in the Medi-Cal Eligibility Branch (MEB). The State MEDS Security Coordinator is responsible for updating and maintaining the MEDS Network security tables. The State MEDS Security Liaison is available to assist counties with MEDS Network security questions and problems.

Counties have the responsibility to ensure that the necessary security measures for MEDS Network operation are established and maintained. Each county controls the assignment of passwords and designates the operational security level (access, update, etc.) for their county personnel.

Each county has an assigned county MEDS Coordinator to oversee the day-to-day operations and maintain network security. It is recommended, wherever possible, that separate MEDS Security Coordinator/s be appointed to assist in maintaining/monitoring the various security functions. Attachment 1 is a listing of the county's MEDS Network Coordinators and MEDS Security Coordinators currently known to the State MEDS Security Coordinator.

With the implementation of our current electronic mail system, Electronic Mail Communication Center (Emc2), it was determined that because of its speed, ease of operation, reliability and the nature of its security, it would become the mechanism used to transmit the MEDS password security data between the counties and State. Counties are requested to notify the State via "Emc2 Mail ID Request Form" whenever a MEDS Network Coordinator or MEDS Security Coordinator is changed. Attachment 2, PROCEDURES FOR OBTAINING EMC2 LOGONS, explains how to obtain, complete, and transmit an "Emc2 Mail ID Request Form."

Emc2 access is also required for completion of the "Request for MEDS Name and Password" (MEDS41 form), the document used to transmit MEDS password information between the counties and State Attachment 3, "MEDS SECURITY PROCEDURES FOR ELECTRONIC TRANSMISSION OF MEDS41 FORM," contains instructions

All County Welfare Directors  
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on how to obtain, complete, and transmit the MEDS41 form. Only MEDS41 forms forwarded by a designated county MEDS Security Coordinator or county MEDS Coordinator via Emc2 will be processed by the State MEDS Coordinator. MEDS41 forms will be processed every Wednesday morning.

To facilitate the coordination of MEDS security, each county MEDS Coordinator and MEDS Security Coordinator has been defined to Emc2 as shown in this example:

38CRDNT is the San Francisco MEDS Coordinator  
38SECUR is the San Francisco MEDS Security Coordinator

If a person is both a county MEDS Coordinator and county MEDS Security Coordinator, they will use ##CRDNT (## would be their county number) as their Emc2 logon.

Attachment 4, identifies the various security functions and transactions to be used on the MEDS41 form when requesting MEDS access.

If you have any questions, please feel free to contact Al Brinsfield of my staff at (916) 324-7977.

Sincerely,

Original signed by

Frank Martucci, Chief  
Medi-Cal Eligibility Branch

cc: MEDS Liaisons  
IEVS Liaisons

Expiration Date: January 31, 1990

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Alameda (01)

Elizabeth Blankenship  
PHONE (415) 268-2166

MEDS Network Coordinator  
MEDS Security Coordinator

County: Alpine (02)

Bonnie Jepson  
PHONE (916) 694-2235

MEDS Network Coordinator  
MEDS Security Coordinator

County: Amador (03)

Catherine Hill  
PHONE (209) 223-6550

MEDS Network Coordinator  
MEDS Security Coordinator

County: Butte (04)

Arleta Convey  
PHONE (916) 538-7771

MEDS Network Coordinator  
MEDS Security Coordinator

Michelle Eaves  
PHONE (916) 538-7772

MEDS Network Coordinator (Alt)

Carole Vance  
PHONE (916) 538-7751

MEDS Network Coordinator (Alt)

County: Calaveras (05)

Connie McLain  
PHONE (209) 754-6440

MEDS Network Coordinator

Sharon Miller  
PHONE (209) 754-6448

MEDS Network Coordinator

Norma Rash  
PHONE (209) 754-6449

MEDS Security Coordinator

County: Colusa (06)

Patricia Blucker  
PHONE (916) 458-4985

MEDS Network Coordinator

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Contra Costa (07)

Mike Flowers  
PHONE (415) 671-5159

MEDS Network Coordinator  
MEDS Security Coordinator

County: Del Norte (08)

Jeannine Galatioto  
PHONE (707) 464-3191

MEDS Network Coordinator

Janet Turner  
PHONE (707) 464-3191

MEDS Network Coordinator (Alt)

Mary Toolas  
PHONE (707) 464-3191

MEDS Network Coordinator (Alt)

Rogena Hammer  
PHONE (707) 464-3191 ext

MEDS Security Coordinator

County: El Dorado (09)

Ray Grammer, Deputy Director  
PHONE (916) 626-2470

MEDS Network Coordinator

Georgia Gresham  
PHONE (916) 626-2495

MEDS Security Coordinator

Lorayne Arts  
PHONE (916) 621-6316

MEDS Network Coordinator (Alt)

County: Fresno (10)

Johnie Belford  
PHONE (209) 453-6763

MEDS Network Coordinator

County: Glenn (11)

Babs McGeoghegan  
PHONE (916) 934-7714

MEDS Network Coordinator (Alt)



December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Humboldt (12)

Lindsey McWilliams  
PHONE (707) 445-6002

MEDS Network Coordinator

Lorraine Davey  
PHONE (707) 445-6027

MEDS Network Coordinator (Alt)

Ellie Knapp  
PHONE (707) 445-6060

MEDS Security Coordinator

Joseph Ormond  
PHONE (707) 445-6024

MEDS Network Coordinator

County: Imperial (13)

Gloria Hernandez  
PHONE (619) 353-1400

MEDS Network Coordinator  
MEDS Security Coordinator

County: Inyo (14)

Darlene Landis  
PHONE (619) 878-2211 ext

MEDS Network Coordinator  
MEDS Security Coordinator

Tamara Joseph  
PHONE (619) 878-2411 ext 2300

MEDS Network Coordinator (Alt)

County: Kern(15)

Robert Johnston  
PHONE (805) 321-3542

MEDS Security Coordinator

Liz Davis  
PHONE (805) 321-3540

MEDS Network Coordinator

Patsy Kisor  
PHONE (805) 321-3257

MEDS Network Coordinator

Linda Hylton  
PHONE (805) 321-3234

MEDS Network Coordinator (Alt)

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Kings (16)

Lupe Macias  
PHONE (209) 582-3241 ext 2227

MEDS Network Coordinator

Lydia Sterrett  
PHONE (209) 582-3241 ext 2239

MEDS Network Coordinator (Alt)

County: Lake (17)

Robert Howard  
PHONE (707) 263-9311 ext

MEDS Network Coordinator  
MEDS Security Coordinator

Ralna Pickle  
PHONE (707) 263-9311 ext

MEDS Network Coordinator (Alt)

County: Lassen (18)

Janice Kaber  
PHONE (916) 257-8311 ext 170

MEDS Network Coordinator  
MEDS Security Coordinator

Margaret Crosby  
PHONE (916) 257-8311 ext 153

MEDS Network Coordinator (Alt)

Linda Heyland  
PHONE (916) 257-8311 ext 171

MEDS Network Coordinator (Alt)

County: Los Angeles (19)

John Moran  
Dept. of Public Social Services  
PHONE (213) 940-2441 ext

MEDS Network Coordinator  
MEDS Security Coordinator

19SECCIR  
DPSS CASE COMPLAINT INQUIRY/REVIEW

MEDS LOCATION SECURITY OFFICER

PHONE (818) 572-5740

19SECRG1  
DPSS DISTRICT 73  
R. Silberman  
PHONE (818) 500-3665

MEDS LOCATION SECURITY OFFICER

19SECRG2  
DPSS DISTRICT 74  
M. Maroney  
PHONE (213) 727-4557

MEDS LOCATION SECURITY OFFICER

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC106 DPSS CUDAHY 06 C. Woodyard PHONE (213) 727-4557	MEDS LOCATION SECURITY OFFICER
19SEC107 DPSS LONG BEACH SPECIAL 07 M. L'HOMME PHONE (213) 599-9523	MEDS LOCATION SECURITY OFFICER
19SEC131 DPSS LONG BEACH FAMILY 31 S. Selmanson PHONE (213) 599-9124	MEDS LOCATION SECURITY OFFICER
19SEC140 DPSS NORWALK 40 S. Dehart PHONE (213) 807-7821	MEDS LOCATION SECURITY OFFICER
19SEC162 DPSS PARAMOUNT 62/63 B. Duplessis PHONE (213) 599-9630	MEDS LOCATION SECURITY OFFICER
19SEC190 DPSS HARBOR 90/91 A. Hattley PHONE (213) 491-6411	MEDS LOCATION SECURITY OFFICER
19SEC202 DPSS GLENDALE 02 J. Piquette PHONE (818) 500-3009	MEDS LOCATION SECURITY OFFICER
19SEC203 DPSS PASADENA 03 V. Sanders PHONE (818) 500-3009	MEDS LOCATION SECURITY OFFICER
19SEC211 DPSS EAST VALLEY 11 W. Grabe PHONE (818) 901-4107	MEDS LOCATION SECURITY OFFICER
19SEC234 DPSS LANCASTER 34 G. Twyford PHONE (805) 945-7202	MEDS LOCATION SECURITY OFFICER

December 15, 1988

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC280 DPSS MEDICAL LTC 80 G. Ragazzi PHONE (818) 308-5100	MEDS LOCATION SECURITY OFFICER
19SEC282 DPSS WEST VALLEY 82/32/51 M. Cohen PHONE (818) 709-2259	MEDS LOCATION SECURITY OFFICER
19SEC309 DPSS WEST L.A. 09 C. Hendrickson PHONE (213) 312-5107	MEDS LOCATION SECURITY OFFICER
19SEC310 DPSS ECHO PARK 10 S. Gant PHONE (213) 738-4303	MEDS LOCATION SECURITY OFFICER
19SEC313 DPSS METRO FAMILY 13 J. Delgado PHONE (213) 744-5619	MEDS LOCATION SECURITY OFFICER
19SEC314 DPSS CIVIC CENTER 14 T. Trujillo PHONE (213) 974-0203	MEDS LOCATION SECURITY OFFICER
19SEC338 DPSS METRO NORTH 38 R. D'Agostino PHONE (213) 738-3708	MEDS LOCATION SECURITY OFFICER
19SEC342 DPSS PRIVATE HOSPS 42 P. Cohen PHONE (213) 738-3375	MEDS LOCATION SECURITY OFFICER
19SEC360 DPSS RANCHO PARK 60 L. McKnight PHONE (213) 312-6945	MEDS LOCATION SECURITY OFFICER
19SEC370 DPSS METRO SPECIAL 70 M. Hamilton PHONE (213) 744-5609	MEDS LOCATION SECURITY OFFICER

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LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC408 DPSS SOUTHWEST SPECIAL 08 H. Whitaker PHONE (213) 418-2200	MEDS LOCATION SECURITY OFFICER
19SEC412 DPSS EXPO PARK 12 D. McLain PHONE (213) 730-3206	MEDS LOCATION SECURITY OFFICER
19SEC417 DPSS FLORENCE 17 J. McClinton PHONE (213) 586-7005	MEDS LOCATION SECURITY OFFICER
19SEC426 DPSS COMPTON 26 J. Allen PHONE (213) 603-8405	MEDS LOCATION SECURITY OFFICER
19SEC427 DPSS SOUTH CENTRAL 27 C. Stewart PHONE (213) 563-4158	MEDS LOCATION SECURITY OFFICER
19SEC483 DPSS SOUTHWEST FAMILY 83 J. Everett PHONE (213) 418-2518	MEDS LOCATION SECURITY OFFICER
19SEC504 DPSS EL MONTE 04 A. Ayala PHONE (213) 575-7207	MEDS LOCATION SECURITY OFFICER
19SEC505 DPSS BELVEDERE 05 A. O'Neil PHONE (213) 727-4316	MEDS LOCATION SECURITY OFFICER
19SEC515 DPSS METRO EAST 15 V. Dudley PHONE (213) 260-3503	MEDS LOCATION SECURITY OFFICER
19SEC520 DPSS SAN GABRIEL VALLEY 20 B. Corral PHONE (818) 575-5514	MEDS LOCATION SECURITY OFFICER

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC536  
DPSS POMOMA 36  
O. Caraway  
PHONE (213) 865-5208

MEDS LOCATION SECURITY OFFICER

19SEC566  
DPSS LINCOLN HEIGHTS 66  
N. Racanelly  
PHONE (213) 342-8143

MEDS LOCATION SECURITY OFFICER

County: Madera (20)

Beth King  
PHONE (209) 675-7841

MEDS Network Coordinator

Jessie Hench  
PHONE (209) 675-7848

MEDS Network Coordinator (Alt)

County: Marin (21)

John Paul  
PHONE (415) 499-7056

MEDS Network Coordinator

Evelyn McCaig  
PHONE (415) 499-7090

MEDS Network Coordinator (Alt)

County: Mariposa (22)

Carol Stephens  
PHONE (209) 966-3609 ext

MEDS Network Coordinator

Diane Broomfield  
PHONE (209) 966-3609 ext

MEDS Network Coordinator (Alt)

County: Mendocino (23)

Pat Fellows  
PHONE (707) 463-2437 ext 119

MEDS Network Coordinator

Lois Lee  
PHONE (707) 463-2437 ext 124

MEDS Network Coordinator (Alt)

Bonnie Reid  
PHONE (707) 463-2437 ext 202

MEDS Security Coordinator

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Merced (24)

Gary Chism  
PHONE (209) 385-3000 ext 5455

MEDS Network Coordinator  
MEDS Security Coordinator

County: Modoc (25)

Hal Maycroft  
PHONE (916) 233-3939

MEDS Network Coordinator

County: Mono (26)

Marilyn Berg, Director  
PHONE (916) 932-7292

Welfare Director  
MEDS Network Coordinator  
MEDS Security Coordinator

County: Monterey (27)

Barbara Dickinson  
PHONE (408) 755-4430

MEDS Network Coordinator

Loma Livernois  
PHONE (408) 755-4400

MEDS Network Coordinator (Alt)

Gerald Greenwell  
PHONE (408) 755-4415

MEDS Network Coordinator (Alt)

County: Napa (28)

Joy Schaney  
PHONE (707) 253-4600

MEDS Network Coordinator

John Zimmerman  
PHONE (707) 253-4735

MEDS Network Coordinator (Alt)

County: Nevada (29)

Marion Linden  
PHONE (916) 265-1340 ext 664

MEDS Network Coordinator  
MEDS Security Coordinator

Penny James  
PHONE (916) 265-1340 ext 65

MEDS Network Coordinator (Alt)

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Orange (30)

Linda Monroe PHONE (714) 568-4154	MEDS Network Coordinator
Richard Hawkins, EDP Coordinator PHONE (714) 834-8452	MEDS Network Coordinator (Alt)
Barry Bonin, EDP Coordinator PHONE (714) 834-5934	MEDS Network Coordinator (Alt)
Connie Stannard, EDP Coordinator PHONE (714) 834-5934	MEDS Network Coordinator (Alt)
Vivian Worcester, EDP Coordinator PHONE (714) 834-8940	MEDS Network Coordinator (Alt)
Karl Kramp, Systems Analyst PHONE (714) 834-3159	MEDS Security Coordinator

County: Placer (31)

Beverly McDaniel PHONE (916) 823-4801	MEDS Network Coordinator (Alt)
Barbara Riley PHONE (916) 823-4481	MEDS Security Coordinator
Judy Kleckner PHONE (916) 823-4503	MEDS Network Coordinator (Alt)

County: Plumas (32)

Betty Cortez PHONE (916) 283-2250 ext	MEDS Security Coordinator
Susan Rhodes PHONE (916) 283-2250 ext	MEDS Network Coordinator
Phyllis Dodson PHONE (916) 283-2250 ext	MEDS Network Coordinator
Randy Schwartz PHONE (916) 283-2250 ext	MEDS Network Coordinator (Alt)



December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Riverside (33)

Dale Buckingham  
PHONE (714) 369-0920 ext 219

MEDS Network Coordinator  
MEDS Security Coordinator

Gail Thomas  
PHONE (714) 369-0920 ext 225

MEDS Network Coordinator (Alt)

County: Sacramento (34)

Paul Trisler  
PHONE (916) 440-7751 ext

MEDS Network Coordinator

Rod Nystrom  
PHONE (916) 440-7751 ext

MEDS Network Coordinator (Alt)  
MEDS Security Coordinator

County: San Benito (35)

Mary Ann Whites  
PHONE (408) 637-5336

MEDS Network Coordinator

County: San Bernardino (36)

Stevie Leppard  
PHONE (714) 387-4741

MEDS Network Coordinator

Judy DeWitt  
PHONE (714) 387-7082

MEDS Security Coordinator

County: San Diego (37)

Diana Smith  
PHONE (619) 531- 4747

MEDS Network Coordinator  
MEDS Security Coordinator

Linda Joerden  
PHONE (619) 531-4746

MEDS Network Coordinator (Alt)  
MEDS Security Coordinator

Dottie Ingalls  
PHONE (619) 531-4747

MEDS Network Coordinator (Alt)  
MEDS Security Coordinator (Alt)

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: San Francisco (38)

Brenda Jow, S001 PHONE (415) 557-6152	MEDS Network Coordinator
Ralph Mistler, D001 PHONE (415) 557-6535	MEDS Security Coordinator
Mae Smith M201 PHONE (415) 557-6328	MEDS Network Coordinator
Mike Manalac, Q008 PHONE (415) 558-1090	MEDS Network Coordinator
Tony Arturi PHONE (415) 558-1157	MEDS Network Coordinator (Alt)

County: San Joaquin (39)

Donald H. Inamasu PHONE (209) 944-3321	MEDS Network Coordinator (Alt)
Debbie Lucas PHONE (209) 944-2916	MEDS Network Coordinator
Rex Park PHONE (209) 994-2917	MEDS Network Coordinator (Alt) MEDS Security Coordinator

County: San Luis Obispo (40)

Pauline Barnett PHONE (805) 549-4173	MEDS Network Coordinator MEDS Security Coordinator
Helen Willis PHONE (805) 549-4174	MEDS Network Coordinator (Alt)

County: San Mateo (41)

Gail Akam PHONE (415) 595-7534	MEDS Network Coordinator MEDS Security Coordinator
Mary Coughlan PHONE (415) 595-7568	MEDS Network Coordinator (Alt)

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Santa Barbara (42)

Jo Ann Daily  
PHONE (805) 568-3375  
MEDS Security Coordinator

Trish Faulkner  
PHONE (805) 346-7106  
MEDS Network Coordinator

Victor Salas  
PHONE (805) 346-7150  
MEDS Security Coordinitor

County: Santa Clara (43)

Rochelle Winston  
PHONE (408) 299-3766  
MEDS Network Coordinator  
MEDS Security Coordinator (Alt)

Frances Rodriquez  
PHONE (408) 299-2155  
MEDS Security Coordinator

County: Santa Cruz (44)

Elizabeth Peterson  
PHONE (408) -  
MEDS Network Coordinator

Pat Whitehead  
PHONE (408) 452-2412  
MEDS Security Coordinator

Nancy Schipper  
PHONE (408)  
MEDS Network Coordinator

County: Shasta (45)

Betty Overton  
PHONE (16) 225-5379  
MEDS Network Coordinator

Janet Rush  
PHONE (916) 246-5740  
MEDS Network Coordinator (Alt)

Loretta Webb  
PHONE (916) 225-5508  
MEDS Security Coordinator

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Sierra (46)

Jane Hallman  
PHONE (916) 289-3244

MEDS Network Coordinator

Donna May  
PHONE (916) 993-1201

MEDS Network Coordinator

County: Siskiyou (47)

Kaye Caulkins  
PHONE (916) 842-4471 ext

MEDS Network Coordinator (Alt)

Judy Mainord  
PHONE (916) 842-4471 ext

MEDS Network Coordinator

County: Solano (48)

Ingrid Buehrer  
PHONE (707) 553-5391

MEDS Security Coordinator

Richard Robbins  
PHONE (707) 553-5110

MEDS Network Coordinator

Ron Buehrer  
PHONE (707) 553-5536

MEDS Network Coordinator (Alt)

County: Sonoma (49)

Paul Rountree  
PHONE (707) 527-2129

MEDS Security Coordinator

Virginia Tabor  
PHONE (707) 527-2524

MEDS Network Coordinator

Marilyn Roundtree  
PHONE 9707) 527-2166

MEDS Network Coordinato (Alt)

County: Stanislaus (50)

Pat Thomas  
PHONE (209) 571-5622 ext

MEDS Network Coordinator

Laurell O'Neal  
PHONE (209) 571-5622 ext

MEDS Network Coordinator (Alt)

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Sutter (51)

Bonnie Addington  
PHONE (916) 741-7230 ext 23

MEDS Network Coordinator  
MEDS Security Coordinator

Jeannie Lyle  
PHONE (916) 741-7230 ext 23

MEDS Network Coordinator

Myrnice Valentine  
PHONE (916) 741-7230 ext 57

MEDS Security Coordinator

County: Tehama (52)

Jean Ramirez  
PHONE (916) 527-1911

MEDS Network Coordinator  
MEDS Security Coordinator

County: Trinity (53)

Dawn Fagan  
PHONE (916) 623-1272

MEDS Network Coordinator  
MEDS Security Coordinator

County: Tulare (54)

Mike McDaniel  
PHONE (209) 733-6071

MEDS Network Coordinator

Donna Klein  
PHONE (209) 733-6127

MEDS Network Coordinator(Alt)

County: Tuolumne (55)

Carol Ostrom  
PHONE (209) 533-5718

MEDS Network Coordinator  
MEDS Security

Barbara Applebee  
PHONE (209) 533-5750

MEDS Network Coordinator (Alt)

County: Ventura (56)

Mary Vargas  
PHONE (805) 652-7619

MEDS Network Coordinator  
MEDS Security Coordinator

December 15, 1988

LISTING OF ALL COUNTIES  
MEDS NETWORK COORDINATORS  
and  
MEDS SECURITY COORDINATORS

County: Yolo (57)

Mary Broadwell  
PHONE (916) 661-2799

MEDS Network Coordinator  
MEDS Security Coordinator

Pat Norwood  
PHONE (916) 661-2750

MEDS Network Coordinator

County: Yuba (58)

Konnie Lewin  
PHONE (916) 741-6273

MEDS Network Coordinator  
MEDS Security Coordinator

Santie Williams  
PHONE (916) 741-6301

MEDS Network Coordinator

Cindy Carlson  
PHONE (916) 741-6268

MEDS Network Coordinator (Alt)

## PROCEDURES FOR OBTAINING EMC2 LOGONS

Only the Emc2 Administrator may add or delete a Mail ID (Emc2 logon). Requests to add or delete an Mail ID are sent to the Emc2 Administrator via an Emc2 Mail ID Request Form. The Emc2 Mail ID Request Form can be accessed from the FORMS Bulletin Board.

1. The county MEDS Coordinator and/or county MEDS Security Coordinator may request additional EMC2 logons for their county by following these procedures.

2. At the EMC2 USER MENU, select option D, LOOK AT BULLETIN BOARDS.

```
=====
===== Emc2 User Menu =====
==
== Your options are:
==
==      A Quickmail -- write a letter and mail it.
==      B Look at Inbasket.
==      C Look at Outbasket.
==      D Look at Bulletin Boards.
==      E Compose mail with editor.
==      F Mail a composed letter.
==      G List Mail IDs.
==      H Look at File Folders.
==      J Create/Delete mailing list or Bulletin Board.
==      K Calendar Menu.
==      X Export from a Personal Computer.
==
=====
      Please enter the letter next to the option you wish to select.

      ---> D
PFK 1=Help 2=Exit-from-Emc2 3=Exit-to-previous-screen
=====
```

3. On the list of Bulletin Boards type an L next to FORMS

as shown:

```
=====
=== Option: L-List mail for Bboard Search ID: EMC2-HOTNEW
===
=== Bulletin Board Class Comment
=== EMC2-HOTNEWS A MEDS Hot News Messages
=== EMC2HELP A EMC2 V1L3 HELP BULLETIN BOARD
=== L FORMS A Emc2 User's Forms
=== MAILING-LISTS A MEDS Public Mailing Lists
===
===
===
===
===
===
===
===
=====

PFFK 1=Help 2=Exit-from-Emc2 3=Return-to-Menu 7=Backward 8=Forward
=====
```



4. The Mail to FORMS Screen will appear.

5. Type an U on the line showing Emc2 Mail ID Request Form and press the ENTER key to bring up a copy of the MEDS41.

```
=====
===== Mail to FORMS =====
Options:      R-Read    P-Print    D-Delete    C-Continue    X-Export
              U-UseForm    I-PC.Import
From----- --Date-- Flag Subject-----
U FORMSADM      08/08/88  + Emc2 Mail ID Request Form
FORMSADM      08/04/88  + SENT Form
FORMSADM      08/04/88  + RECEIVED Form
FORMSADM      08/04/88  + OHCMC5 Form
FORMSADM      08/04/88  + MEDS32 Form
FORMSADM      08/04/88  + Claim Detail Report Form
FORMSADM      08/02/88  + MEDS53 Form
FORMSADM      08/02/88  + MEDS70 Form
FORMSADM      08/02/88  + MEDS52 Form
FORMSADM      08/02/88  + MEDS42 Form
FORMSADM      07/02/88  + MEDS41 Form
=====
PFK  1=Help  2=Exit-from-Emc2  3=Return-to-Menu  7=Backward  8=Forward
=====
```

6. Emc2 MAIL ID REQUEST FORM SCREEN the TO:, FROM:, SUBJECT:, and DATE: are prefilled

#### Emc2 MAIL ID REQUEST FORM SCREEN

```
=====
===== EMC2 FORM:      Emc2 Mail ID Request Form      ===
=== TO:  user.request.HS.DSB.INA.KOHN@LOCAL
=== FROM: Your Emc2 Mail ID
=== SUBJECT: Emc2 Mail ID Create/Delete Request
===
=== 15 August 1988           Nature of Request: Create ____ Delete ____
===
=== Emc2 Mail ID Requested: _____ Alias: _____
===
=== Mail ID Title: _____
===
=== Printer ID _____
===
=== Press PF Key 4 to mail your request to MEDSECUR, MEDELIGS, and
=== yourself!
=====
PFK      3=Return  4=Mail  7=Backward  8=Forward  9=Notify
=====
```

7. Emc2 MAIL ID REQUEST FORM may only be used to create (add) or delete an Emc2 Mail ID. The screen is fairly self-explanatory. Alias is like a nickname. The alias maybe be used to logon and for sending mail.

8 After the Emc2 MAIL ID REQUEST FORM is filled in, press the PF4 key to mail the form to MEDSECUR, MEDELIGS and yourself.

#### Emc2 MAIL ID REQUEST FORM SCREEN

```
=====
===== EMC2 FORM:      Emc2 Mail ID Request Form      ===
=== TO:  user.request.HS.DSB.INA.KOHN@LOCAL
=== FROM: Your Emc2 Mail ID
=== SUBJECT: Emc2 Mail ID Create/Delete Request
===
=== 15 August 1988           Nature of Request: Create ____ Delete ____
===
=== Emc2 Mail ID Requested: _____ Alias: _____
===
=== Mail ID Title: _____
===
=== Printer ID _____
===
=== Press PF Key 4 to mail your request to MEDSECUR, MEDELIGS, and
=== yourself!
=====
PFK      3=Return  4=Mail  7=Backward  8=Forward  9=Notify
=====
```

MEDS SECURITY PROCEDURES FOR  
ELECTRONIC TRANSMISSION OF MEDS41 FORM

1. The county MEDS Security Coordinator will logon to EMC2 and go to the EMC2 USER MENU.
2. At the EMC2 USER MENU, select option D, LOOK AT BULLETIN BOARDS.

```
=====
===== Emc2 User Menu =====
==
== Your options are:
==
==      A Quickmail -- write a letter and mail it.
==      B Look at Inbasket.
==      C Look at Outbasket.
==      D Look at Bulletin Boards.
==      E Compose mail with editor.
==      F Mail a composed letter.
==      G List Mail IDs.
==      H Look at File Folders.
==      J Create/Delete mailing list or Bulletin Board.
==      K Calendar Menu.
==      X Export from a Personal Computer.
==
=====
```

Please enter the letter next to the option you wish to select.

---> D

PFK 1=Help 2=Exit-from-Emc2 3=Exit-to-previous-screen

3. On the list of Bulletin Boards type an L next to FORMS as shown:

```
=====
=== Option:  L-List mail for Bboard                Search ID:  EMC2-HOTNEW
===
=== Bulletin Board      Class      Comment
=== EMC2-HOTNEWS        A        MEDS Hot News Messages
=== EMC2HELP            A        EMC2 VIL3 HELP BULLETIN BOARD
=== L FORMS             A        Emc2 User's Forms
=== MAILING-LISTS       A        MEDS Public Mailing Lists
===
===
===
===
===
=====
```

PFK 1=Help 2=Exit-from-Emc2 3=Return-to-Menu 7=Backward 8=Forward

4. The Mail to FORMS Screen will appear.

5. Type an U on the line showing MEDS41 Form and press the ENTER key to bring up a copy of the MEDS41.

```
=====
===== Mail to FORMS =====
=== Options:      R-Read    P-Print    D-Delete    C-Continue    X-Export
===                               U-UseForm    I-PC.Import
=== From----- --Date-- Flag Subject-----
=== FORMSADM      08/08/88  +   Emc2 Mail ID Request Form
=== FORMSADM      08/04/88  +   SENT Form
=== FORMSADM      08/04/88  +   RECEIVED Form
=== FORMSADM      08/04/88  +   OHCMC5 Form
=== FORMSADM      08/04/88  +   MEDS32 Form
=== FORMSADM      08/04/88  +   Claim Detail Report Form
=== FORMSADM      08/02/88  +   MEDS53 Form
=== FORMSADM      08/02/88  +   MEDS70 Form
=== FORMSADM      08/02/88  +   MEDS52 Form
=== FORMSADM      08/02/88  +   MEDS42 Form
=== U FORMSADM    07/02/88  +   MEDS41 Form
===
===
=====
```

PFK 1=Help 2=Exit-from-Emc2 3=Return-to-Menu 7=Backward 8=Forward

5. On the MEDS41 Form the TO:, FROM:, SUBJECT:, and DATE: are prefilled

```
=====
=====EMC2 FORM:  MEDS41 Form=====
===  TO:  USER.REQUEST,MEDELIGS@LOCAL
===  FROM:  MEDELIGS@LOCAL
===  SUBJECT:  Request for MEDS Name and Password
===
===    2 September 1988
===    County  _____
===
===          FUNCTION-----TRANSACTION-----
===                                1             2             3
===  CODE  PSWD          NAME          1234  34567890123456789012345678901
===  _____
===  _____
===  _____
===  _____
===  _____
===  _____
===  _____
===
===    Press PF4 to mail your request to MEDSECUR, MEDELIGS and yourself
===
=====
```

PFK        3=Return   4=Mail   7=Backward   8=Forward   9=Notify

a. County \_\_\_\_ = Type in your county code.

b. CODE        = There are three CODES you may use on the MEDS41 from:

A = Add

C = Change

D = Delete



(2). To CHANGE a logon password and/or name, functions and/or transactions use two lines on the MEDS41:

- (a). Type a letter "C" under CODE.
- (b). Type current PSWD and NAME, and current FUNCTIONS and TRANSACTIONS on the first line.
- (c). Leave the CODE field blank on the second line, leave the PSWD and NAME field blank on the second line if not making changes to PSWD and NAME.
- (d). Enter current FUNCTIONS and TRANSACTIONS plus new FUNCTIONS and TRANSACTIONS on second line.

EXAMPLE OF CHANGING A MEDS LOGON:

```
=====
=====EMC2 FORM:  MEDS41 Form=====
=== TO:  USER.REQUEST,MEDELIGS@LOCAL
=== FROM: MEDELIGS@LOCAL
=== SUBJECT: Request for MEDS Name and Password
===
=== 2 September 1988
=== County 34
=====
=====FUNCTION-----TRANSACTION-----
=====1234 34567890123456789012345678901
=====C KD01 732XYZ X X
=====XXX XXX XX
=====C KD01 732XYZ X X
=====KD05 733ABC XXXX XXXXX
=====
=====
===== Press PF4 ro mail your request to MEDSECUR, MEDELIGS and yourself
=====
=====
PFK 3=Return 4=Mail 7=Backward 8=Forward 9=Notify
=====
```

- EXAMPLE OF DELETING A MEDS LOGON:

7. You may submit all three codes on the same MEDS41 form.
8. After you have filled in the MEDS41 form, press PF4 key to mail. EMC2 will automatically mail a copy of the form to:
  - MEDSECUR - The State MEDS Security Administrator.
  - MEDELIGS - The State MEB/MEDS Security Liaison.
  - Your EMC2 Logon - A copy for your files.



MEDS SECURITY FUNCTIONS AND  
TRANSACTIONS FOR USE ON THE MEDS41 FORM

MEDS SECURITY FUNCTION DEFINITIONS

<u>LEVEL</u>	<u>FUNCTIONS</u>	<u>DESCRIPTION OF CODE</u>
1	A	Access (Inquiry)
2	U	Update
3	L	Limited Access (Political Cases)
4	S	Sensitive Services (Minor Consent Cases, Etc.)

MEDS SECURITY TRANSACTIONS DEFINITIONS

<u>LEVEL</u>	<u>ACCESSIBLE TRANSACTIONS</u>	<u>PF KEYS USED (IF ANY)</u>
3	INQUIRY INXR, INQN, INQW, MENU	PF12 PF21, PF22, PF23, PF24
4	EW45	PF9
5	EW05, EW20	PF1, PF4
6	EW10, EW30, EW31	PF2, PF6, NONE
7	EW40	PF8
8	EW25, EW35	PF5, PF7
9	EW55, EW60	NONE
10	EW17, EW50	NONE
11	EW15, EW16	PF3, NONE
12	FX10	NONE
13	EW11	NONE
14	STATE USE ONLY	NONE
15	STATE USE ONLY	NONE
16	STATE USE ONLY	NONE

## MEDS SECURITY TRANSACTIONS DEFINITIONS

17	STATE USE ONLY	NONE
18	FX20, FX30	NONE
19	TEST TRANSACTIONS	NONE
20	STATE USE ONLY	NONE
21	STATE USE ONLY	NONE
22	STATE USE ONLY	NONE
23	STATE USE ONLY	NONE
24	STATE USE ONLY	NONE
25	IEVS (Known to Welfare)	NONE
26	IEVS (Income Screens)	NONE
27	IEVS (Update)	NONE
28	HAPD (Homeless Delete)	NONE
29	STATE USE ONLY	NONE
30	STATE USE ONLY	NONE
31	STATE USE ONLY	NONE
32	STATE USE ONLY	NONE
33	STATE USE ONLY	NONE
34	STATE USE ONLY	NONE
35	STATE USE ONLY	NONE
36	STATE USE ONLY	NONE
37	STATE USE ONLY	NONE
38	STATE USE ONLY	NONE
39	STATE USE ONLY	NONE
40	STATE USE ONLY	NONE
41	STATE USE ONLY	NONE
42	STATE USE ONLY	NONE

Date: Thursday, 20 July 1989 11:42am  
 TO: USER.REQUEST.HS.MEB.AL.BRINSFIELD@DHSEMC2  
 FROM:  
 SUBJECT: MEDS Equipment Request Form

20 July 1989

County \_\_\_\_\_ Requestor \_\_\_\_\_ as of date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Instructions and codes for filling in this form are on 2nd page.  
 Press PF8 key for 2nd page.

CODE (1)	DEVICE TYPE (2)	CRT/ PRT ID (3)	VTAM ID (4)	CICS ID (5)	PROTOCOL SDLC/BSC (6)	MODEL TYPE (7)	FUNCTIONS (8)			
							I	U	C	C
---	---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---	---	---	---

Address of Equipment  
(9)

Nearest Phone  
(10)

- NOTES: (1) Code: A = add, C = change, D = delete  
 (2) DEVICE TYPE: CRT = terminal, PRT = printer  
 (3) CRT/PRT ID: MEDS ID  
 (4) VTAM ID: Supplied by county  
 (5) CICS ID: For CPU counties, supplied by State  
 (6) PROTOCOL SDLC/BSC: CPU counties supply  
 (7) MODEL TYPE: Example: IBM 3192, WY-60-02-01  
 (8) FUNCTIONS CRT PRT: I=inquiry, U=update, C=card printing  
 (9) Address of Equipment: Address, including room number/name  
 where equipment resides.  
 (10) Nearest Phone: Phone nearest to the equipment.

Press PF4 to mail your request to MEDSECUR, MEDELIGS and yourself!!